

Sustainability at Work

City of Corvallis Finance Department



Introduction

- What does sustainability mean for our department?
- What have we accomplished?
- How do we decide what to work on?
- What are our biggest impacts?
- What are our goals?
- Who is involved?

What does sustainability mean for our department?

The Finance Department manages the financial resources of the City, administrative operations for Municipal Court, and the City's centralized computer

It provides these services with 37 staff members and a 2011-2012 budget of \$5 million.

Like employees in all departments, Finance staff members generate waste and consume resources such as energy, paper, and office supplies.

However, the Finance Department has a unique role in influencing sustainable operations by encouraging environmentally preferable purchasing and green IT.

What have we accomplished?









Like other City departments, we:

- Use solar hot water (Madison Building).
- Recycle office paper, co-mingled materials, hard plastic, plastic film, and Styrofoam.
- Compost paper towels and food waste in yard debris carts.
- Provide covered bike parking for customers and employees.

But that's not all!

What have we accomplished?

In addition, the Finance Department:

- Reduced its paper use by 76% since 2004.
- Reformatted the City Services bill, eliminating 180,000 envelopes and saving \$4,000 each year.
- Saved envelopes, paper and postage by switching from letterhead to postcards for notifying customers and landlords.
- Revised procurement manual to promote purchasing based on lowest life-cycle cost rather than lowest acquisition cost.
- Implemented technology enabling MIS to service computers remotely so employees can turn them off when not in use.
- Created the Sustainable Purchasing Project (SP2) to fund innovative pilot projects.
- Added resources on environmentally preferable purchasing to the intranet.

How do we decide what to work on?

Every three years we map the inputs and outputs associated with our department's

Activities

Resources -

employees
computer systems
telephones
wireless communications
contractors
vehicles
vehicle fuel
supplies
office supplies
paper
candy/coffee

building building energy furniture budget, spend, borrow, invest \$
set procedures/guidelines for depts.
fiscal review/process review/internal controls
report to commissions, Council
contract review
product research
deploy hardware & software
conduct court sessions

Wastes

customer service

coffee cups
building emissions
vehicle emissions
food containers & wrappers
packaging (plastic, styrene)
food

Products -

fiscal services
reports
legal requirements
information services
enforce ordinances

Bi-products •

(i.e., recycled or reused)

paper cardboard toner cartridge computer hardware newspapers/magazines food waste bank deposit bags office supplies

How do we decide what to work on?

After mapping, we brainstorm improvement projects to address the impact areas.

Activities

Resources =

employees computer systems telephones wireless communications

contractors

vehicles

vehicle fuel

supplies

office supplies

budget, spend, borrow, invest \$ set procedures/guidelines for depts. fiscal review/process review/internal controls report to commissions, Council

contract review Banking RFP

product research

deploy hardware & software

conduct court sessions

customer service

Products -

fiscal services reports legal requirements information services enforce ordinances

Bi-products

(i.e., recycled or reused)

paper Electronic citations Wastes

candy/coffee building

furniture

coffee cups

building energy Low-voltage hardware at desktop

food containers & wrappers packaging (plastic, styrene) food

Bigger compost bin for food waste

toner cartridge computer hardware newspapers/magazines food waste bank deposit bags office supplies

What are our goals?

Overarching goals for the City organization are derived from the impacts and goals of the departments.



Manage staff time and workload

•Reduce building energy consumption

Promote environmentally preferable purchasing and lifecycle analysis

- Reduce solid waste
- Increase recycling
- Reduce paper use

City-wide

Employer of Choice



Sustainable Facilities



Sustainable Purchasing



Vehicle Carbon Footprint



Zero Solid Waste



Who is involved?

- Sustainability touches everyone in the department, from our department director to line staff and supervisors.
- The Finance Department is represented on the City's Sustainability Steering Committee, which sets policy and provides high-level guidance.
- It also is represented on the City-wide Core Team, which develops and implements sustainability initiatives.

Who is involved?

If you have ideas to share or want to learn more, please contact:

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